

## DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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**TO:** CSBG Service Providers

**SUBJECT:** 2010/2011 Community Services Block Grant (CSBG) Community Action Plan

**DATE:** February 19, 2009

The 2010/2011 Community Action Plan (CAP) is enclosed for completion. As a reminder the completed CAP is due to the Department of Community Services and Development (CSD) no later than June 30, 2009. Your CAP provides valuable information that CSD incorporates into the CSBG State Plan that is due to the Office of Community Services (OCS) September 1, 2009.

There have been some changes to the CAP. You will note that the optional information that was requested in the 2008/09 CAP has been removed. In reviewing the responses of those agencies that voluntarily completed these sections it was identified that the information provided was captured in the required components of the CAP or that it was difficult for the agencies to provide the level of detail requested. Therefore, to facilitate the completion of this years CAP it was deemed this additional information is not needed.

The National Association for State Community Service Programs (NASCSPP) Information Survey Task Force comprised of State Representatives, is currently **revising and adding** additional National Performance Indicators (NPI) with an expectation of completion in mid February. Leslie Taylor, CSD Program Manager is a representative on the task force. The task force will also finalize New NPI instructions and the lexicon. **Therefore, the CSD 801, CSBG/NPI Programs Report forms to be completed for the 2010/2011 CAP are not attached but will be forwarded under separate cover when they are received by CSD.**

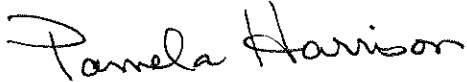
To assist in the preparation of the CAP, information fields have been placed within the document to allow for easy text entry directly into the CAP document. In addition, please remember to:

- Complete the Summary/Checklist to ensure all required information is included.
- Include a table of contents and consecutive page numbering in the plan.
- Label and respond to all components in each section in the arranged order.

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The 2010/2011 CAP forms are available for download via the CSD web site at [www.csd.ca.gov](http://www.csd.ca.gov) under "CSD Contractors'>CSBG>Resources". The entire CAP must be submitted in hard copy to your Field Representative by **June 30, 2009**. Please feel free to contact your assigned Field Representative with any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "Pamela Harrison". The signature is written in a cursive style with a large initial "P".

Pamela Harrison, Chief  
Community Services Division

Enclosures